

CLASS TITLE: CHIEF STANDARDS AND INSPECTION

Class Code: 02673300

Pay Grade: 31A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Purchases, to supervise and direct the operations of the Standards and Quality Assurance Program relating to all supplies, equipment and services to be procured for state departments and agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement and initiative; work is subject to review for conformance to established policies, procedures, laws and regulations.

SUPERVISION EXERCISED: Plans, supervises, directs and reviews the work of a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and direct the operations of the Standards and Quality Assurance program relating to all supplies, equipment and services to be procured for state departments and agencies.

To be responsible for the development and implementation of a Standards and Specifications Program that will serve as the major technical resource for the provision of guidance and support to the overall procurement effort of the Division.

To be responsible for directing the activities of the Inspection Program; to provide and maintain the quality assurance for materials and services, including vendor performance.

To supervise the development and publication of various types of material and service specifications, inspection policies and procedure manuals to be used by requisitioning agencies and buying staff personnel.

To provide guidance and assistance to user agencies by establishing committees and study groups to assist in the development and utilization of standards and specifications and to supervise the liaison functions with agencies in the investigation and resolution of quality assurance complaints.

To supervise the continual testing and sampling of purchase materials to determine conformity with established specification and standards and to arrange for product review and tests of new products to determine the accept ability.

To represent and act for the Purchasing Agent and/or the Deputy Purchasing Agent in the development and implementation of standards and quality assurance programs with industry, the federal government, state agencies, municipalities and other concerned parties.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and methods used in the development and application of standards, standard specifications and inspection techniques utilized in the acquisition of supplies, equipment and services; the ability to apply such principles and methods; a thorough knowledge of the methods used in testing such commodities; the ability to evaluate the validity of requests for departure from established community standards; the ability to plan, supervise, direct and review the work of subordinates engaged in the preparation and revision of standards and standard specifications for the procurement of supplies, equipment and services and the inspection of commodities procured to assure compliance with specifications; the ability to supervise research activities and to prepare and present oral and written findings; the ability to maintain effective working relationships with associates and vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of courses in materials management; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in a public agency or large industrial concern involving the development and maintenance of standards and specifications for, and/or the inspection of, a wide variety of materials, supplies and equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 2, 1979

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